

## **GUIDELINES FOR EFNEP LETTER OF INTENT**

Fiscal year 2006 marks an important point in the history of the Expanded Food and Nutrition Education Program (EFNEP). The Appropriation of \$62,634,000 is the largest amount ever received for EFNEP and for the first time the 1890 Land-grant Colleges and Universities are partners in this successful nutrition education program. This is a wonderful opportunity for us to move forward in building a stronger, more inclusive program that helps limited resource families and youth improve the quality of their diets, handle food safely, stretch their food dollar and increase their physical activity, resulting in improved health and food security.

Due to the complexities of the legislative language for EFNEP and the funding for 1890 institutions, the distribution of the funds required detailed analysis by the Office of the General Counsel. We would have preferred a larger share of funds for the new partners, but this was not possible.

To facilitate cooperation within and between states and assure that the new funds are used effectively, a letter of intent will be required from each partner – the 56 current EFNEP programs and the 18 new programs at the 1890 institutions.

Each letter is to provide the following types of information, in a 5 page or less description:

- Define the geographic area to be served (counties or communities where the program will be offered), providing an explanation for how these selections were made;
- Define your target audience(s) to be served, within the guidelines of reaching limited resource families with children and/or limited resource youth;
- Describe the curricula to be used, building on existing materials when feasible;
- Identify intended community partnerships to build a stronger base of support for the educational effort;
- Identify the specific outcomes and impacts you are planning which will support the goal of promoting healthier food choices and practices;
- Discuss recruitment and training for paraprofessional and professional staff, working in collaboration with other programs where feasible;
- Complete the budget worksheet and provide a brief budget justification;
- Specify the proposed strategies for communication between institutions within a state, if there is more than 1, or any planned collaborations with programs in other states.

It will be highly desirable for there to be sharing of resources between institutions, including sharing of staff, materials and expertise.

To support the development of these Letters of Intent, there will be conference calls planned for the 17 states that have an 1890 institution to discuss their unique opportunities and challenges, as well as conference calls for all of the 74 institutions receiving EFNEP funds. In addition, there will be opportunities for discussion at the March EFNEP Coordinators conference in Washington, DC.

The Letter of Intent, signed by the Director or Administrator of Extension, is due to our office no later than April 15, 2006.

Send to:

Wells Willis  
USDA, CSREES, F4HN  
1400 Independence Ave, SW  
Washington, DC 20250-2225